

Setting up User IDs in Tienet

1. Under Administration pick Staff
2. Search for ID number and if it is not found pick Add New Staff Profile
3. Type in ID – usually teaching license number
4. First Name
5. Last Name
6. Position
7. Works At
8. Then hit Accept Changes
9. Select Security Profile
10. Then hit Edit Security Profile
11. Activate Login Status and then give them a temporary password
12. Pick security group they should have access to based on their position. – Hit accept.